

Travel Briefs

Airlines Will Cancel Your Reservation In Certain Situations



Airlines will cancel your reservations and seat assignments if you do not check your bags at least 30 minutes before departure (45 minutes in Las Vegas and Denver). This applies to all domestic flights within the 50 states. Airlines also will cancel your reservation if you do not check in at the gate at least 20 minutes before departure.

Our Agents Consider All Options To Obtain Seat Assignments

Because most planes are currently flying at full capacity, it may be difficult for our agents to obtain seat assignments for travelers on some flights. When this occurs, our agents will automatically consider other options in order to try to obtain a seat assignment. These options include:

- * Checking for the availability of seat assignments on alternate flights. Nonstop flights tend to sell out first, but connecting flights may have seat assignments available.
- * Booking a middle seat for a traveler who requested an aisle seat or a window seat when the preferred seating is not available. Because the airlines hold back 20% of the seat assignments to be assigned at the airport beginning two hours before departure, the traveler can arrive at the airport two hours in advance to check with the airline for the preferred window or aisle seat assignment.



Airport Shuttle Rates Updated on Web Site



Rates for the Express Shuttle Service that carries airline passengers between their homes or offices and the Salt Lake International Airport have changed. You can access a list of new shuttle rates and other details of the service on our Web site at www.finance.utah.gov/travel/parking.htm.

Travel Information Is Easier to Access on Web

We have made it easier to access information about the Travel Office on our Web site (www.finance.utah.gov) by adding a button specifically for State Travel. To access travel information, mouse over the *State Travel* button on the left and then click on the topic you are interested in.



Good-bye to Dallas



Good-bye and good luck to Dallas Stewart, who has relocated from the State Travel Office to the Christopherson office at the University of Utah. We are in the process of hiring a new agent and hope to be able to announce a replacement soon. ➔

Changes to Enterprise Rental Contract Reduce Some Rates

This month we report changes in the contract with Enterprise Rent-A-Car, our secondary car rental agency. The contract changes waive the airport surcharge for 18 locations, in addition to Salt Lake City.

Salt Lake City and Selected Locations

The lower rates (listed in the box below) apply to Salt Lake and these cities:

Denver, CO	Oakland, CA	St. George, UT
Washington, DC	Los Angeles, CA	San Diego, CA
Phoenix, AZ	Seattle, WA	Las Vegas, NV
Chicago O’Hare	Atlanta, GA	Orange County, CA
Orlando, FL	Reno, NV	Portland, OR
San Jose, CA	Dallas Fort Worth, TX	Albuquerque, NM

Car Class	Daily Rates	Weekly Rates
Compact (Neon, Focus, or similar)	\$36.99	\$184.99
Intermediate (Corolla, Sunfire, or similar)	\$37.99	\$189.99
Standard (GrandAm, Malibu, or similar)	\$37.99	\$189.99
Full Size (Taurus, GrandPrix, or similar)	\$40.99	\$204.99
Luxury (Cadillac or similar)	\$64.99	\$359.99
Mini Van (Caravan, Venture, or similar)	\$59.99	\$299.99
Sport Utility (Blazer, Cherokee, or similar)	\$59.99	\$299.99

Airport surcharges of \$14 per day and \$60 per week are added to the basic rates listed above for the New York boroughs of Bronx, Brooklyn, Queens, and Staten Island. Surcharges of \$18 per day and \$108 per week are added to the basic rates above for Manhattan.

All Other Cities

For all other cities, nationwide, the following rates apply:

Car Class	Daily Rates	Weekly Rates
Compact (Neon, Focus, or similar)	\$43.99	\$214.99
Intermediate (Corolla, Sunfire, or similar)	\$44.99	\$219.99
Standard (GrandAm, Malibu, or similar)	\$44.99	\$219.99
Full Size (Taurus, GrandPrix, or similar)	\$47.99	\$234.99
Luxury (Cadillac or similar)	\$71.99	\$389.99
Mini Van (Caravan, Venture, or similar)	\$66.99	\$329.99
Sport Utility (Blazer, Cherokee, or similar)	\$66.99	\$329.99

Insurance, Reservations

The contract still includes full insurance coverage (excluding items left in the car). Employees must reserve and cancel cars only through State Travel. ➔